
Short Query Letter

Michael Anderson

Principal

Greenwood High School

456 Elm Street

Hometown, IL 62000

manderson@greenwoodhs.edu

555-987-6543

May 27, 2024

John Doe

Math Teacher

Greenwood High School

456 Elm Street

Hometown, IL 62000

Subject: Query Regarding Alleged Misconduct

Dear Mr. Doe,

I am writing to address an incident reported on May 20, 2024, regarding unprofessional remarks made by you during a faculty meeting, which disrupted the meeting and created a hostile environment.

Please provide a written explanation by June 3, 2024, detailing your account of the incident, any relevant context, and any witnesses or evidence.

Failure to respond may result in further disciplinary action. If you have any questions, contact me at manderson@greenwoodhs.edu or 555-987-6543.

Thank you for your attention to this matter.

Sincerely,

Michael Anderson

Principal

Greenwood High School